

MISSOURI CITY PARKS AND RECREATION

Park Pavilion & Gazebo Reservation Form



Business Office

1522 Texas Parkway * Missouri City, Texas 77489 * Phone: 281-403-8500

Park Pavilions and Gazebo are available for reservation to both residents of Missouri City, and to non-residents. These facilities may be reserved for any day of the week, from 6:00 a.m. until 10:00 p.m. (Standard Time), and from 6:00 a.m. until 11:00 p.m. (Daylight Savings Time). Reservations are available on an hourly basis. All reservations are accepted on a first come - first served basis. Reservations must be made in person at the Parks & Recreation Office in the Community Center – 1522 Texas Parkway between 8:00am & 5:00pm Mon. – Fri.

Date(s) Requested _____ Start Time: _____ End Time: _____

Park & Facility Requested _____ Total Hours: _____

Name of Applicant: _____ please note valid photo ID required

**Email Address: _____

Street Address: _____ City/State: _____ Zip: _____

Subdivision: _____ Primary Phone: () _____ Other Phone: () _____

Exact Nature of the Use: _____ Total # attending: _____

Will Electricity Be Needed? Explain: _____

Inflatables at event? Yes _____ No _____ [\(If yes, proof of Liability Insurance is required & a gas-powered generator only must be used.\)](#)

PAVILION PERMIT FEES:

A. TWO TO FOUR TABLE PAVILIONS & GAZEBOS:

1. Resident **\$4.00/ hr.**
2. Non-Resident **\$6.00/ hr.**

Buffalo Run #2 – Capacity 25
Buffalo Run #3 – Capacity 10
Community #2 – Capacity 25
Hunters Glen - Capacity 25
Ridgeview #1 - Capacity 10
#2,#3,#4,#5 – Capacity 15

B. FIVE TO TEN TABLE PAVILIONS:

1. Resident **\$6.00/ hr.**
2. Non-Resident **\$8.00/ hr.**

Community #1 – Capacity 60
Community #4 -- Capacity 60

C. LARGE – 10 OR MORE TABLE PAVILIONS:

1. Resident **\$8/ hr.**
2. Non-Resident **\$10/ hr.**

Buffalo Run #1 – Capacity 85
Community #3 – Capacity 85

D. Facility Preparation/Cleaning/Maintenance Fees may be assessed@ \$15/hour if facility is not left in good condition.

E. CANCELLATION FEES FOR PAVILION RENTALS:

A **\$10.00 administrative fee** will be assessed on any park pavilion rental cancellation and changes. For reasons of inclement weather; please call **281.403.8633** to leave a message about not using facility on the weekends in order to not incur refund charges. Leave your name, park name, and pavilion number on the recording. Your call will be time/date stamped and a staff member will contact you to verify a refund or a transfer of use.

BUFFALO RUN PARK

1226 Buffalo Run Blvd.

Buffalo Run Park is the City's newly developed "wilderness" with 95.3 acres of nature areas, picnic pavilions, shelters, playgrounds, restrooms, garden areas, and fishing. The park features an all-weather boat ramp, fishing pier, and scenic viewing tower. All four of the lakes are connected and are navigable by boats. Bridges span the channels for interior trail connections. Other amenities in the park are hike and bike trails, sand volleyball court, horsehoes and washers pits, geocach tracking devices, and ample parking. Buffalo Run Park is a great place to escape the noise of the City and get back to nature. This park would be great nature study for science classes and scouts. (Contact Parks & Recreation Office for availability) It is located adjacent to Thurgood Marshall High School.

Pavilion #1 -- 10 Tables

Grill, 2 restroom facilities, parking
lighted pavilion & concrete walkway

Pavilion #2 – 4 Tables

Grill, near playground & butterfly
garden, small parking area, lighted
pavilion

Pavilion #3 – 2 Tables

Grill, lighted pavilion,
overlooks large lake

COMMUNITY PARK

1700 Glenn Lakes Lane

Community Park is a beautiful 100 acre facility. The park is "home" to a nine-hole disc golf course, 3 acre fishing lake, children's playground structure, outdoor basketball and volleyball courts, lakeside amphitheater, ½ mile walking/jogging trail and large open spaces for activities such as kite flying, bike riding and Frisbee tossing, all of which are adjacent to the pavilion and gazebo facilities. There is ample paved parking within the park confines. Community Park also serves as "home" for the Missouri City United Soccer Association, the Missouri City Adult Softball Complex and the Missouri City Little League Association. The City is very proud of this facility and asks that you and your guests take care to properly dispose of all refuse, park in the designated parking areas and respect the equipment and landscaping.

Pavilion #1 - 10 Tables

Grill, restrooms attached,
drinking fountain, playground,

Pavilion #2 – 4 Tables

Grill, near fishing pier,
lighted pavilion

Pavilion #3 – 14 Tables

Grill, closest to lake, lighted pavilion

Pavilion #4 – 10 Tables

Grill, restrooms attached,
drinking fountain, lighted pavilion
near Lantern Lane Elem. playground

Gazebo

no picnic tables,
lighted pavilion

HUNTERS GLEN PARK

1340 Independence Blvd

Home of the Missouri City Juneteenth Festival, this 17.9 acres features one lighted football field and an unlighted practice field, basketball hard surface, 1.2 mile walk/job trail, playground, restrooms, and a pavilion. (Additional attractions to be included soon.)

Pavilion #1 – 4 Tables

Grill, near restrooms & drinking fountain, lighted pavilion

RIDGEVIEW PARK

3902 Ridgeview

Ridgeview Park is a quiet 9 acre facility. The park is "home" to five picnic pavilions, restroom facilities, a children's playground structure, ½ mile walking/jogging trail, basketball court and multipurpose fields. The City is very proud of this facility and asks that you and your guests take care to properly dispose of all refuse, park in the designated parking areas and respect the equipment and landscaping. Ridgeview Park has very limited parking.

Pavilion #1 - 3 Tables

Near playground & restroom

Pavilion #2 – 2 Tables

near Ridgeview Dr

Pavilion #3 – 2 Tables

South end of park
near a restroom

Pavilion #4 – 2 Tables

South end of park,
near a restroom

Pavilion #5 – 2 Tables

South end of park,
near a restroom

PAVILION RESERVATION POLICIES (INITIAL EACH ITEM)

1. Please have your signed Rental Reservation Form & Receipt in your possession during your use of the prescribed facility.
2. It is required that a Special Use Permit be obtained for any organized event. Organized events include: sport tournaments & clinics, public exhibitions, performances (musical, drama, radio/television), circuses, carnivals, parades, ceremonies, political gatherings or any events requesting the use of amusement equipment i.e. inflatable and carnival rides. {events "open to the public"} _____ Initial
3. Use of electricity at facilities is limited to household appliances only. _____ Initial
4. **Amplified sounds are prohibited.** _____ Initial
5. Customers are required to remove all their equipment & supplies and to place all trash/refuse generated by their use, in a trash receptacle, at the conclusion of their function. _____ Initial
7. Additions or temporary structures added to a public park / facility such as decorations, stages, tents, concession stands by an organization must be pre-approved by the City (i.e.). Permanent additions or improvements are not allowed. _____ Initial
8. Please be reminded that the person(s) or organization that reserved the park facility are liable to the City for any damage to municipal property or equipment, during their use of these facilities. _____ Initial
9. Please note that City has the authority to, and will revoke a reservation upon a finding of violations of any rule, ordinance, state or federal law, or upon the violation of any conditions or restrictions under which the reservation was permitted. _____ Initial
10. Please note that in the event that it becomes necessary for the City to use the park facility for a city-sponsored **function or close the park due to extreme weather conditions or construction**, the applicant will be given verbal and written notice at our earliest opportunity, and comparable accommodations will be made available. Such an occurrence is highly unlikely, and would have to constitute an emergency situation for the City to enforce this particular policy. _____ Initial
11. Please note that the City may impose reasonable restrictions on approving a reservation. Restrictions could include the number of persons in attendance, the effect a particular activity may have on public use and enjoyment of the park property, the effect a particular activity may have on the residents whose property adjoins the park property and the potential for injury to persons or for property damage. _____ Initial
12. Please note that the City may require that the applicant pay a reasonable deposit of security for the following: Repair of any damage to park property or the cost of clean-up. Cover the cost of furnishing adequate security at the activity.

Furnish additional sanitary facilities that would be reasonably necessary. Such deposits will be based on the use or activity for which the rental is being sought. _____ Initial

13. Please be reminded that the consumption of alcoholic beverages is prohibited in Missouri City parks. _____ Initial
14. Parks are mowed and maintained on a regular schedule. Please note that special maintenance is not performed for rentals. _____ Initial

RELEASE AND WAIVER OF LIABILITY

I, for myself, my heirs, next of kin, personal representatives and assigns, hereby release waive, discharge, and covenant not to sue the CITY OF MISSOURI CITY, and/or its employees, agents and anyone acting on or for its behalf. I agree to hold the City and all aforementioned individuals harmless from all liability, loss, claims, demands, possible causes of action, court costs, attorneys' fees and other expenses arising from any lawsuit that may otherwise accrue from any loss, damage or injury (including death) to my person or property in any way resulting from, or arising from any CITY OF MISSOURI CITY event or activity, including travel to and from events or activities. ASSUMPTION OF RISK: I know the risk and danger to myself and property, both from known risk and unanticipated risk, while participating in CITY OF MISSOURI CITY events or activities, and I do so voluntarily and in reliance, not upon the property, equipment, facilities and existing conditions furnished by others, but upon my own judgment and ability, and I thereby assume all risk of loss, damage or injury (including death) to myself and my property from any cause whatsoever and whether or not attributable to the **negligence** of others. All provisions of the preceding ASSUMPTION OF RISK and RELEASE AND WAIVER OF LIABILITY clause shall also apply to any minor under 18 years of age whom I may bring to or allow to participate in any CITY OF MISSOURI CITY event or activity. **By signing below, I agree to both the ASSUMPTION OF RISK and RELEASE AND WAIVER OF LIABILITY stated above.**

Signature of Applicant

Date

Signature indicates that the customer has read and understands the policies governing the rental of the park pavilions and gazebo.

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Thank you for choosing the Missouri City Parks and Recreation Department for your rental needs. Your patronage is valued and your rental is important. Should you have any comments, questions or concerns please phone 281-403-8637, Monday through Friday, between 8:00am and 5:00pm. **In the event that you incur a problem after 5pm on weekends and holidays, please phone 281-403-8700 and the Police Dispatcher contact the appropriate personnel to assist you.**
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For Office Use Only

Amount Paid: _____

Special Use Permit Required: ☐ yes ☐ no (If required, please attach to the customers documents)

Receipt #: _____

Method of Payment: ☐ Cash ☐ Check ☐ Visa ☐ MC ☐ AMEX ☐ Money Order
CK # _____

Signature of Employee Making Reservation

Date

Recreation Superintendent

Date

Authorized Signature

Date

Notes about event: